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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THRU : Chief, Operations School
FROM : Acting Chief, Headquarters Training

DATE: 18 April 1962

SUBJECT: Weekly Activities Report No. 15
12 - 18 April 1962

A. SIGNIFICANT ITEMS

Nothing to report.

B. OTHER ITEMS

1. Information Reports Familiarization (IRF)

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a. [REDACTED] OTR, on 16 April completed tutorial training in Information Reports Familiarization (IRF) with the understanding that from time to time she will bring on-the-job products to the instructor for his checking.

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Her supervisor approved the arrangement. Miss [REDACTED] performance during the period of instruction, which started on 6 February, was highly satisfactory.

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b. [REDACTED] finished tutorial training on 17 April. Originally registered for Information Reporting, Reports, and Requirements (IRRR), at the request of his supervisor his registration was shifted to IRF since instruction in requirements was deemed unnecessary for him. Because his training was so arranged that the move to headquarters building entailed no loss of time, he successfully completed $11\frac{1}{2}$ days of practice and instruction.

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c. [REDACTED] also has been transferred from IRRR to IRF. He will have finished two weeks of tutorial training in IRF on April 20.

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d. [REDACTED] Africa Division, who has been in the field and is returning, started tutorial training in IRF on 16 April. She is scheduled full time until 27 April. A University of Pittsburgh graduate with a major in bacteriology, she gives early promise of being an exceptionally capable student.

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2. Counterintelligence Operations Course: Course No. 44 began on 16 April. Nine persons had been enrolled but three, from SR Division, were withdrawn at the last moment due to pressure of work within the division.

3. Records Officers Course: Course No. 10 began on 16 April with 21 students.

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4. Covert Action Operations: Five students are currently enrolled in Course No. 55 scheduled to begin on 30 April. One of these is expected to be withdrawn for an "emergency" assignment to the field. Mr. [REDACTED] has talked with senior officers of all the area divisions and the CA Staff and has requested that they register additional students in the CAO Course if possible. Cooperation was promised, but from these conversations it is evident that the shortage of officers--aggravated by losses of slots in Headquarters and the Field, and perhaps also by the issuance of 701's--is making the enrollment of students particularly difficult during this period of time.

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5. Scientific and Technical Operations: Mr. [REDACTED] is providing tutorial instruction for three students by assigning reading and tape recordings of various lectures given in previous courses. He is also meeting for discussions with the students and, depending on their needs, he plans to direct them to various OSI experts for briefings.

C. ADMINISTRATION

1. The move of HT/OS to Langley was completed 13 April.

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2. Mrs. [REDACTED] is attending the Intelligence Review Course, 16-27 April.

[REDACTED]

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